

The regular meeting of the Taylor Housing Commission will be held on Thursday, July 25, 2024 at 8:15 a.m., at Maplewood Manor 15270 Plaza South Drive Taylor, MI 48180.

Regular Meeting of the Taylor Housing Commission

A G E N D A

- 1) Call to order – roll call: Fred Miller, Laurie Trueblood, Michelle Alford, Jim Corbin and Rich Pratt
- 2) Acceptance of the Agenda.
- 3) Acceptance of the minutes of the meeting held June 27, 2024.
(Attachment A)
- 4A) Motion to approve pay vouchers from June 1, 2024, through June 30, 2024 for Maplewood Manor of Taylor, LLC
(Attachment B1)
- 4B) Motion to approve pay vouchers from June 1, 2024 through June 30, 2024 for the Taylor Housing Commission.
(Attachment B2)
- 5) Motion to receive and file written report from the Manager, regarding current level of occupancy.
(Attachment C)
- 6) Motion to receive and file written report from the Manager of Section 8 Housing Choice Voucher. (Attachment D)
- 7) Director Communications: Director to update Commissioners on the progress of ongoing projects and administrative problem recently discovered at the Maplewood Manor of Taylor
- 8) Old Business/New Business: Upcoming trainings
- 9) Public Comment
- 10) Adjournment

Frederick D. Miller, President

A regular meeting of the Taylor Housing Commission was held on Thursday, June 27, 2024 at 8:15 am, at the Maplewood Manor of Taylor. Fred Miller called the meeting to order at 8:20 a.m.

Present:, Fred Miller, Michelle Alford, Laurie and Richard Pratt

Excused: Jim Corban

Also Present: Joe Couvreur (Corporation Counsel) and John Carter

Motion by Trueblood supported by Alford

Resolved: Acceptance of agenda

Unanimously carried

6.29-24

Motion by Alford supported by Pratt

Resolved: Acceptance of the minutes of the Meeting held May 23, 2024

Unanimously carried

6.30-24

Motion by Alford supported by Trueblood

Resolved: Approve pay vouchers from May 1, 2024 through May 31, 2024 for the Maplewood Manor of Taylor, LLC.

Unanimously carried

6.31-24

Motion by Trueblood supported by Alford

Resolved: Approve pay vouchers from May 1, 2024 through May 31, 2024 for the Taylor Housing Commission

Unanimously carried

6.31-24

Motion by Alford supported by Pratt

Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.

Unanimously carried

6.32-24

Motion by Alford supported by Pratt

Resolved: Receive and file written report from the Manger of the HCV Program

Unanimously carried

6.33-24

Director Communications: E.D. updated the Commissioners on the audit process with B. Gaudette and his pending peer review and updated the Commissioners on the status of the Generator project; E.D. informed the Commissioners of the discovery of a compliance

issue, and the proposed resolution of it (concerning over income families). E.D. informed Commissioners of the need to update the A/C policy before the end of 2024.

Old/New Business: Discussion was entertained concerning the upcoming NELROD training in Cleveland and NAHRO conference in Chicago.

Adjournment at 10:10 am

Frederick D. Miller, President

Cindy Bower, City Clerk

Taylor Housing Commission
Vendor Accounting Cash Payment/Receipt Register
Maplewood Manor LLC

Attachment B1

Filter Criteria Includes: 1) Project: RAD Maplewood Senior Apartments 2) Payment Date: 6/1/2024 to 6/30/2024 3) Financial Period: All 4) Payments Over: All
 5) Check Numbers: All 6) Cleared Period: All 7) Check Status: All 8) Payment Status: All 9) Show Payments: Yes 10) Show Deposits: Yes 11) Order By: Payment/Receipt Number

Bank: Citizens Bank, Bank Account: 12345, GL Account: 1111

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
2887	06/14/2024	No	CHK	Capital One	63% Maintenance; 37% Admin	No	\$3,076.72
2888	06/14/2024	No	CHK	A.M. Contractors Supply	Unit 405: New Carpet	No	\$2,206.00
2889	06/14/2024	No	CHK	Comcast	6/15-7/14/24 Business Phone/Intern	No	\$205.17
2890	06/14/2024	No	CHK	Cummins Sales and Service	Generator Part	No	\$5,941.43
2891	06/14/2024	No	CHK	DTE Energy (Gas)	5/3-6/3/24 Gas Usage	No	\$1,387.10
2892	06/14/2024	No	CHK	Kone Chicago	6/1-8/31/24 Contract Period	No	\$1,448.40
2893	06/14/2024	No	CHK	Pest Genie	6/24 Flat Rate	No	\$119.00
2894	06/14/2024	No	CHK	Port City Communications, Inc.	6/24 Answering Services	No	\$206.32
2895	06/14/2024	No	CHK	Safety Systems, Inc.	06-11/24 Semi-Annual Monitoring	No	\$276.00
2896	06/24/2024	No	CHK	Corrigan Oil II, Inc.	6/24 Fuel Tank Rental	No	\$106.00
2897	06/24/2024	No	CHK	Kone Chicago	Sm. Elevator: Rmvl of Foreign Objec	No	\$3,168.22
2898	06/24/2024	No	CHK	Messenger Printing Company	Laura's Business Cards (200 qty)	No	\$24.50
2899	06/24/2024	Yes	CHK	Midwest Glass & Screen Compan	Countertop Purchase	No	\$665.00
2900	06/24/2024	No	CHK	Stefflms Irrigation & Landscaping	Diagnosing of Wiring Issue	No	\$2,763.00
2901	06/24/2024	No	CHK	WOW! BUSINESS	6/16/-7/15/24 Business Phone & Inte	No	\$191.45
2902	06/25/2024	No	CHK	HD Supply Facilities Maintenance	WO#: W226059413	No	\$334.10
2903	06/28/2024	No	CHK	DTE	5/16-6/16/24 Electricity Usage	No	\$7,524.51
Cleared: 0							\$0.00
Uncleared: 17							\$29,642.92
Total Payments: 17							\$29,642.92

Project Summary

Bank: Citizens Bank, Bank Account: 12345, GL Account: 1111

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Maplewood Manor LLC - RAD Maplewood Senior Apartments	\$29,642.92	\$0.00
Total:	\$29,642.92	\$0.00

Type Summary

Bank: Citizens Bank, Bank Account: 12345, GL Account: 1111

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	17	\$29,642.92
Total:	17	\$29,642.92

End of Report

Taylor Housing Commission
Vendor Accounting Cash Payment/Receipt Register
THC Admin

Attachment B2

Filter Criteria Includes: 1) Project: THC Admin 2) Payment Date: 6/1/2024 to 6/30/2024 3) Financial Period: All 4) Payments Over: All 5) Check Numbers: All 6) Cleared Period: All 7) Check Status: All 8) Payment Status: All 9) Show Payments: Yes 10) Show Deposits: Yes 11) Order By: Payment/Receipt Number

Bank: PNC Bank (THC Admin), Bank Account: 4255055984, GL Account: 1111

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
66102	06/14/2024	No	CHK	Maplewood Manor of Taylor, LLC	6/24 ACH Pymnt Reconciliation	No	\$410.00
66103	06/14/2024	No	CHK	Verizon Wireless	4/24-5/23/24 John's Phone & Tablet	No	\$64.64
66104	06/17/2024	No	CHK	Affordable Housing Network, Llc	7/2024-7/2025 Rentwatch Software.	No	\$3,500.00
66105	06/17/2024	No	CHK	Alerus Financial	5/24 457 Plan	No	\$1,970.20
66106	06/17/2024	No	CHK	Cygnus Systems , Inc.	6/24 SecureVault Software	No	\$763.75
66107	06/17/2024	No	CHK	National Assoc. of Housing&Rede	HOTMA Training	No	\$637.00
66108	06/17/2024	No	CHK	PNC Bank Visa	Admn Offc. Contract	No	\$13.25
66109	06/17/2024	No	CHK	ShredHub LLC	5/7/24 Console Bins Service	No	\$60.00
66110	06/17/2024	No	CHK	PNC Bank Visa	Admin Offc. Contracts	No	\$256.90
66111	06/24/2024	No	CHK	Blue Cross Blue Shield Of MI	7/24 Employee Health Insurance	No	\$7,721.09
66112	06/24/2024	No	CHK	Michigan NAHRO	2024 Membership Dues (Annually)	No	\$45.00
66113	06/24/2024	No	CHK	Purchase Power	6/24 Postage &Overage Fee	No	\$603.75
66114	06/24/2024	No	CHK	The Inspection Group, Inc	5/24 HQS	No	\$8,760.00
66115	06/25/2024	No	CHK	PLIC - SBD GRAND ISLAND	7/24 Employee Life Insurance	No	\$81.65
66116	06/25/2024	No	CHK	PNC Bank Visa	Admin: Offc. Contracts/Supplies	No	\$419.71
66117	06/25/2024	No	CHK	Toshiba America Business Solutio	HCV Toner Cartridges (2 qty)	No	\$237.48
66118	06/28/2024	No	CHK	Toshiba America Business Solutio	HCV Toner-Black(2 Qty)	No	\$232.16
00156290-2	06/14/2024	No	INV	MERS	5/24 Defined Benefits	No	\$2,942.44
663708889	06/18/2024	No	INV	ADP Inc	Payroll P/E: 5/19&6/2/24	No	\$382.35
Cleared: 0							\$0.00
Uncleared: 19							\$29,101.37
Total Payments: 19							\$29,101.37

Project Summary

Bank: PNC Bank (THC Admin), Bank Account: 4255055984, GL Account: 1111

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
THC Admin - THC Admin	\$29,101.37	\$0.00
Total:	\$29,101.37	\$0.00

Type Summary

Bank: PNC Bank (THC Admin), Bank Account: 4255055984, GL Account: 1111

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	17	\$25,776.58
Invoice (INV)	2	\$3,324.79
Total:	19	\$29,101.37

End of Report

Attachment C

July 2024
Vacancies and Waitlist
Maplewood Manor

- 8 vacancies. 6 due to death.
- One move-in tentatively scheduled for Thursday 8/25.
- Pull from waiting list on 6/17 produced 2 returned applications.
- 4 total applications in process.
- Next waiting list pull will be done the week of 8/29.

Laur Liedel
Community Manager

06/1/2024
Section 8 HCV

Attachment D

1-Jun

Currently we have 278 applicants on the waiting list.
 RAD 0
 Section 8 Lottery 278
 Dearborn Ned
 Housing Choice Voucher Statistics Housing Choice Voucher Statistics
 Leased 916
 Issued 25
 Portable Billing 2
 Total 1221

		Total
Income		
Housing Payments 6/2024	\$	687,252.00
Admin Fee 6/2024	\$	67,658.00
Admin Fee		
Admin Fee		
Admin Portable Receiving		
Portable Receiving (HAP)		
Portable Receiving (URP)		
Cares Act		
Total Income	\$	754,910.00
Expenses		
HAP payments	\$	627,976.00
URP payments	\$	18,023.00
HAP Portable Paying	\$	2,354.69
Portable Receiving (HAP)		
Total Expense	\$	648,353.69
Other income (Fraud recovery)	\$	9,102.00
Landlord repayment		
Interest		
	\$	9,102.00
Total other income		
Average HAP Payment		752

Taylor Community Development Corporation

2024 Annual Meeting of the Member

Agenda

The Annual Meeting of the sole member of the Taylor Community Development Corporation (TCDC) will be held on Thursday, July 25, 2024. The meeting will be held at the Maplewood Manor located at 15270 Plaza South Drive, Taylor MI 48180 commencing immediately after the Regular Meeting of the Taylor Housing Commission. Fred Miller, President of the Taylor Housing Commission will preside over the meeting.

- I. Approval of the Agenda: Motion to approve the agenda for the July 25, 2024 TCDC Annual Meeting of the Member
- II. Approval of the July 27, 2023 Minutes: Motion to Approve the July 27, 2023 Minutes of the Sole Member of the TCDC.
- III. Report of Officers
- IV. Appointment of Directors:
 - a) Motion to appoint Conrad Valle and Michelle Alford to the Board of Directors with their terms expiring in 2027.
 - b) Note: Fred Miller, Lorie Trueblood and Dean Philo's terms expire in 2025.
 - c) Note: Jason Couture's term expires in 2026.
- V. Other Business
- VI. Adjournment